

Sea Grant Focus Teams Implementation Planning Workshop

June 10 - 13, 2008

Airlie Center

Warrenton, VA

June 10	Location – main room	Materials and presenters/facilitators
	Focus Team members arrive at Airlie Center in late morning	
12:00 – 1:00pm	Lunch	
1:00 – 1:30pm	Welcoming remarks , <i>Focus Teams: A New Direction</i> total time: 30 minutes	Jim Murray (NSGO)
1:30 – 2:30pm	Large group introductions <ul style="list-style-type: none"> Each person will choose an item from the table Each person will introduce themselves to the larger group and share the following: <ul style="list-style-type: none"> → Name → Affiliation → How chosen object represents where Sea Grant is heading between now and 2013 total time: 1 hour	
2:30 – 3:30pm	<i>The America 2050 Strategy</i> , Ronald L. Thomas, AICP (Former Executive Dtr., Northeastern Illinois Planning commission; President, Ron Thomas & Co. → <u>Introduction by Brian Miller, Director of IL-IN Sea Grant</u>	
3:30 – 3:45pm	BREAK	
3:45 – 4:45pm	<u>Review of Focus Area Goals and Strategies</u> <ul style="list-style-type: none"> <u>In focus teams, discuss the following questions: (45 mins)</u> <ul style="list-style-type: none"> → assigned leads to briefly provide a one-minute recap their idea of the significance of the goal as written, thoughts about strategies, and then co-lead (with facilitator) a discussion. (~ 15 mins per goal total – incl. discussion) Report out to other teams. Goal lead will write first line of poem and pass around to other members to add lines to. Team will designate an orator to read the report out poem to the large group. (15 mins) total time: 1 hour	<u>Pam Kylstra</u> <u>Melissa Ladd</u> <u>Nancy Wallace</u> <u>Cindy Hagley</u> <u>4 easels</u> <u>4 flip charts</u> <u>8-12 markers</u>
4:45 – 5:30pm	Focus Team Organization and Operation Objective: Focus teams determine as a group how they would like to communicate and work together In focus teams, discuss the following questions:	Pam Kylstra Melissa Ladd Nancy Wallace Cindy Hagley

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	<ol style="list-style-type: none"> 1. How would we like to operate over the next 4 years? 2. What are some important considerations? 3. What types of communication would work the best? 4. What kind of communication schedule would be most appropriate for us? 5. Are there existing opportunities (i.e. upcoming conferences) for us to use to meet with one another? <p>total time: 45 minutes</p>	4 easels 4 flip charts 8-12 markers
5:30 – 6:00pm	<p>Focused Focus Team-building</p> <p>Objective: Give teams an opportunity to have a mental break during an intense day by playing a relevant game (again, no play-dough or even crayons! Just some string and a ball for each group).</p> <ul style="list-style-type: none"> → What kinds of teamwork skills and abilities did you need in order to do this activity successfully? → Were you able to do this activity perfectly from the beginning, or did you need to make some adjustments along the way? How could you tell that you needed to make adjustments? → What kinds of adjustments did you personally need to make for the group to be successful with the activity? → In what ways was working with other people in the group to complete this activity similar to how you might work with each other in your focus teams? <p>total time: 30 minutes</p>	
6:00pm – 6:30pm	<p><u>Team-working Personalities</u></p> <p><u>Objective: Members of focus teams gain insight about strengths they bring to the team and how they can use that to work together effectively.</u></p> <ul style="list-style-type: none"> • <u>In main room, team members gather in groups and complete assessments (10 mins)</u> • <u>Facilitators will lead groups through discussion of results of assessments (10 mins)</u> • <u>In teams discuss how information may apply to roles, interactions, and operation in teams (10 mins)</u> <p><u>total time: 30 minutes</u></p>	<u>Pam Kylstra</u> <u>Melissa Ladd</u> <u>assessment instruments</u>

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6:30pm – 7:00pm	Check-in <ul style="list-style-type: none"> Facilitators and Chairs will check in with one another before dinner and discuss progress, issues, concerns, etc. Use additional dinner time if needed. 	
7:15pm	Dinner	

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June 11	Implementation Planning	
7:00 – 8:00am	Breakfast - introduce Buzón to large group	
8:30 – 9:30am	<u>Workshop</u> Charge to the Focus Teams	Sami Grimes
9:30am – 1:00pm	Logic Model 101 – read buzón upon return from break	Pam Kylstra
1:00 – 2:00pm	Lunch	
2:00 – 3:30pm	Breakout Focus Teams – Logic Model Development <ul style="list-style-type: none"> Working in focus area teams, participants brainstorm outcomes and write consensus outcomes on provided index cards (1 hour) – the focus teams will be broken into three groups, working for the first 30 minutes within the sub-teams for each goals, and then each group will have 15 minutes each with the remaining two goals One individual from team posts the cards under the appropriate category on large scale logic model on wall Facilitators walk through logic model outcomes and work with team to: <ul style="list-style-type: none"> → decide whether they're outcomes or something else and → whether they are short, mid or long-term outcomes (change in knowledge, change in behavior, change in condition) Facilitator numbers outcome cards as they are put into place (20 mins) Facilitators help the group walk through the logic of the outcomes (if-then statements) and identify and gaps or weak linkages (10 mins) <p>total time: 1.5 hours</p>	Index cards (Kola) Markers (Kola) Painter's Tape (Kola) LM headings x 4 (Pam) Pam Kylstra Melissa Ladd Nancy Wallace Cindy Hagley
3:30 – 3:45pm	BREAK	
3:45 – 5:15pm	<ul style="list-style-type: none"> Question for each outcome: What needs to change in order for us to meet this outcome? 	

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	<ul style="list-style-type: none"> Ask participants to put corresponding outcome number on the index card. Participants get two minutes to write response on each index card. (should come up with the focus team activities) (1 hour) – the focus teams will be broken into three groups, working for the first 30 minutes within the sub-teams for each goals, and then each group will have 15 minutes each with the remaining two goals One individual from team posts the cards under the appropriate category on the large scale logic model Facilitators walk through logic model outputs and activities and work with group to: <ul style="list-style-type: none"> → decide whether they are appropriately placed → which outcomes they connect with (should match with numbers) (15 mins) Facilitators walk through LM (if-then statements) and identify any gaps or weak linkages (15 mins) <p>total time: 1.5 hours</p>		<div>sami.grimes 5/27/08 4:51 PM Deleted: 2</div> <div>sami.grimes 5/27/08 4:51 PM Deleted: 0 mins</div> <div>Dorn Carlson 5/28/08 6:45 AM Deleted: 10</div>
6:30pm – 7:00pm	Check-in Facilitators and Chairs will check in with one another before dinner and discuss progress, issues, concerns, etc. Use additional dinner time if needed.		<div>sami.grimes 5/27/08 4:52 PM Deleted: 0</div> <div>sami.grimes 5/27/08 4:51 PM Deleted: total time: 45 minutes</div> <div>sami.grimes 5/27/08 4:52 PM Formatted: Indent: Left: 0.05"</div> <div>sami.grimes 5/27/08 4:31 PM Formatted: Bullets and Numbering</div> <div>sami.grimes 5/27/08 4:50 PM Deleted: 4:30 – 6:00pm</div>
7:00pm	Dinner		<div>sami.grimes 5/27/08 4:49 PM Formatted Table</div> <div>sami.grimes 5/27/08 4:53 PM Deleted: 9</div> <div>sami.grimes 5/27/08 4:53 PM Deleted: 30am</div> <div>sami.grimes 5/27/08 4:49 PM Formatted: Bullets and Numbering</div> <div>Dorn Carlson 5/28/08 6:43 AM Deleted: LM</div>
8:00 – 10:00pm	Finish up any loose ends with outcomes and activities (if needed)		<div>sami.grimes 5/27/08 4:49 PM Deleted: Finish up loose ends with Outcomes</div> <div>sami.grimes 5/27/08 4:53 PM Deleted: 9</div> <div>sami.grimes 5/27/08 4:53 PM Deleted: 30</div> <div>sami.grimes 5/27/08 4:53 PM Deleted: 15am</div> <div>sami.grimes 5/27/08 4:53 PM Deleted: 1</div> <div>sami.grimes 5/27/08 4:53 PM Deleted: 10</div> <div>sami.grimes 5/27/08 4:53 PM Deleted: 30am</div>
June 12	Implementation Planning, Performance Measures		
7:30 – 8:30am	Breakfast		
8:30 – 10:00am	Report out <ul style="list-style-type: none"> Each focus team shares Outcomes with the others (~20 mins per team, total ~ 1.5 hours) Discussion (~20-30 mins) <p>total time: 1.5 hours</p>	Pam Kylstra	
10:00 – 10:45am	Review of Objectives and Performance Measures	Pam Kylstra	
10:45 – 11:00am	BREAK		

11:00 – 1:00pm	Breakout Focus teams - develop objectives and performance measures Teams brainstorm objectives and performance measures for all components of LM, putting particular emphasis on outcomes. → Facilitators guide teams through brainstorming objectives then performance measures. This is not the time to cull the pack, just brainstorm. total time: 2 hours	all facilitators
1:00 – 2:00pm	Lunch – based on how morning went, facilitators decide how to cull PM brainstorm, ie, dots, discussion...	
2:00 – 4:15pm	Breakout Focus teams – develop objectives and performance measures <ul style="list-style-type: none"> Pick up where left off before lunch After brainstorming, as a team, determine the most meaningful measures Need at least 1 performance measure per outcome. total time: 2.25 hours	Index cards (Kola) Markers (Kola) Painter's Tape (Kola) LM headings x 4 (Pam) dots All facilitators
7:00	Dinner	

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June 13	Finalizing Performance Measures, Next Steps	Materials and presenters/facilitators
7:30 – 8:30am	Breakfast	
8:30 – 9:00am	Finish up any loose ends <u>or Report Out</u>	
9:00 – 9:30am	<i>Beyond Performance Measures – What's Next for Focus Teams?</i> total time: 30 minutes	Leon Cammen
9:30 – 11:15am	<u>Focus Team Action Plans</u> <ul style="list-style-type: none"> Next Steps: <ul style="list-style-type: none"> → How will the focus team involve the entire network? → What is a first action item to begin implementing activities/strategies? → data collection or tracking measure → PM informs evaluation → make priority activities happen total time: 1.75 hours	All facilitators
11:15 – 12:15am	Report out presentations from each of the focus teams total time: 1 hour	

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<#>Based on the outcomes that fall in strategic plan time frame, which performance measures will become the most meaningful? Which activities will be prioritized? .

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12:00pm	Adjourn	
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